



COUNTY OF LOS ANGELES
HISTORICAL LANDMARKS and RECORDS COMMISSION

B-50 Kenneth Hahn Hall of Administration · 500 West Temple Street · Los Angeles, CA 90012
213/974-1431

Louis Skelton, CHAIRMAN • Stephen Sass, VICE-CHAIR
Helen J. Monteilh • Yolanda Duarte-White • Ivy Sun, COMMISSIONERS

MINUTES OF THE MEETING OF MARCH 19, 2010
Room 5001, Registrar-Recorder/County Clerk's Office,
12400 Imperial Highway, Norwalk, CA 90650

PRESENT:

Louis Skelton, Chariman
Yolanda Duarte-White
Ivy Sun

EXCUSED ABSENT:

Helen J. Monteih
Stephen J. Sass, Vice Chair

EX OFFICIO REPRESENTATIVE:

Portia Sanders, Registrar-Recorder/County Clerk

GUESTS:

Kary L. Golden, Countywide Records and Archives, Coordinator
Patrick Ogawa, Chief Deputy, Executive Office, Board of Supervisors
Robin Guerrero, Chief, Board Services
Pat Widiecki, Public Library

OTHERS PRESENT:

Lee Millen, Staff
Nyla Jefferson, Staff

CALL TO ORDER

Chair Skelton called the meeting to order at 9:45 a.m.

APPROVAL OF THE APRIL 24, 2009 MINUTES

On motion of Commissioner Duarte-White, seconded by Commissioner Sun and unanimously carried, the minutes for the meeting of April 24, 2009, were approved as submitted.

CHAIRMAN'S REPORT

The Federal Stimulus funds my be a resource to enable the Historical Landmarks Commission to provide a public service in regards to preserving County landmarks.

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STAFF REPORT

Staff was directed to report back on a possible scroll for Commissioner Monteilh in acknowledgment for her service on the Commission, and to inquire with Supervisor Ridley-Thomas' office concerning her replacement appointee.

ELECTION OF OFFICERS

Chair Skelton opened nominations for Chairman.

On motion of Commissioner Duarte-White and seconded by Commissioner Sun, Chairman Skelton was nominated for re-election as Chairman.

Nominations were closed. Chairman Skelton was re-elected Chairman by acclamation for the 2010-2011 Term.

Chairman Skelton opened nominations for Vice Chairman.

On motion of Commissioner Sun and seconded by Chairman Skelton, Yolanda Duarte-White was nominated for election as Vice Chair.

Nominations were closed. Commissioner Duarte-White was elected Vice Chair by acclamation for the 2010-2011 Term.

UPDATE ON THE COUNTY RECORDS PROGRAM

Kary Golden, Countywide Records and Archives Coordinator, CEO, distributed the Records Management Program Status Report (March 1, 2010) and the LA County Records Project, Deloitte Financial Advisory Services (June 12, 2009), and reported on the following:

- The Records Management Program (February 18, 2003 Board Agenda, Item No. 15) Status Report was distributed and discussed. The Board of Supervisors instructed the Chief Executive Office to report back with an overall plan for maintaining and preserving County records and archives, including cost estimates. In June 2008, the CEO executed an Agreement with Deloitte Financial Advisory Services, LLP (Deloitte) to assist the County in establishing the County's Records and Archives Program. The Agreement ended on September 30, 2009, and it resulted in significant accomplishments moving the County's Records Management Program forward (copy on file). Due to current budget constraints, establishment of a formal, fully-staffed central County Records Coordinator position/operation will need to await improved fiscal conditions.
- The CEO is now finalizing the General Retention Schedule, and will be submitting the GRS, departmental records retention schedules, and Records and Archives Policy to the Board of Supervisors for approval. The next status report will be provided to the Board of Supervisors on or before June 30, 2010.
- The LA County Records Project determined the feasibility and costs associated with establishing facilities for in-house records centers – facilities developed for the purposes of providing countywide management of inactive records; explored the

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feasibility and costs associated with outsourcing the management of the County Records and Archives Center to commercial records centers affiliated with Professional Records and Information Sources Management "PRISM," the non-profit international trade association for the commercial records center industry; and provided recommendations on how archival records should be stored, e.g., central archive center, "cluster" archive centers, and/or regional archive centers, and the identification of the steps in developing each type of recommended archive center, including cost estimates.

Following discussion, the Chairman requested a future Agenda item to discuss stimulus monies used for the development of an archival center.

The Commission thanked Mr. Golden for his informative report.

Robin Guerrero, Chief, Board Services, and Patrick Ogawa, Chief Deputy, reported on the Executive Office, Board of Supervisors' Imaging Project for the Board of Supervisors' Official Minutes:

- The purpose is to convert historical Board records to a digital format so they can be placed online and searched via the internet.
- The scope of this RFP is to convert the records to a digital format consistent with the Secretary of State's guidelines, but does not include a content management solution at this time.
- The Executive Office will continue to retain all paper and microfilm records.

Ms. Guerrero outlined the documents that will be converted through this solicitation (copy on file). Approximately 80% of all records requests received by the Executive Office involve these documents.

The benefits of digitizing documents are:

- Will provide a higher level of customer service.
- Will eventually achieve cost savings by redirecting staff resources.
- Will contribute to the effort of reducing vehicle emissions if the public can access records via the internet and by reducing deliveries of boxes to the KHHOA from the offsite storage vendor.
- Will reduce paper consumption (copies will no longer need to be printed from microfilm)
- Will lead to a reduction in costs for retrieval of some documents from offsite storage.

The Statement of Proceedings is electronic with hyper links that relate to the Board of Supervisors' meetings (supporting material), and in effect, the whole package is searchable.

In response to Chairman Skelton, Mr. Ogawa noted that a fee for services could be considered as a viable approach in generating a revenue stream for services rendered.

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Mr. Ogawa advised that a Grant was presented last year to the Federal Government but due to its regional interest, was not selected as a grantee for funding. He requested the Commission's assistance and guidance in the grant development process, in strengthening the proposal, and on reviewing the Federal Committee's review sheet on the County's grant request.

Chairman Skelton noted that the Commission can offer its advice on the proposal, and suggested that a partnership could be beneficial in grant writing, including utilizing a graduate student to help develop a proposal with a tie-in with an interest in educating the public on its purpose and historical value.

A working session can be scheduled to review the grant proposal. Also, a letter of support could be drafted.

The Commission thanked Ms. Guerrero and Mr. Ogawa for their very informative report.

HISTORIC PRESERVATION ORDINANCE COMMITTEE

Commissioner Duarte-White reported that Supervisor Antonovich's original motion in 2005 looked to prevent the razing of historical buildings. The Stimulus and or AARA funds could be available to use for adaptive uses or restoration of historical buildings.

Following discussion, on motion of Vice Chair Duarte, seconded by Commissioner Sun and unanimously carried, the Chair will draft a letter concerning the preservation of historical buildings in the County, to the Board of Supervisors for review by the Vice Chair and transmittal to Ellen Sandt, DCEO. A nexus with Mr. Golden's efforts will be included.

2010 COMMISSION MEETING SCHEDULE

The Commission agreed to meet in Room 372 of the Kenneth Hahn Hall of Administration, 500 W. Temple St., Los Angeles, CA on a Friday, at 9:30 a.m. in mid to late summer, and on September 17, 2010.

EX OFFICIO MEMBER REPORTS

Portia Sanders reported that her Department's current budget has eliminated 75 positions, and she currently has 15 staff.

MATTERS NOT ON THE POSTED AGENDA (TO BE PRESENTED AND PLACED ON THE AGENDA FOR ACTION AT A FUTURE MEETING)

The Commission thanked Portia Sanders for scheduling a tour of the Registrar Recorders Archival Records, following the Commission meeting, and providing light refreshments.

Commissioner Sun thanked Chairman Skelton for his continued leadership, and commended Vice Chair Duarte-White for accepting the additional responsibility as Vice Chair.

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PUBLIC COMMENT

There was none.

ADJOURNMENT

There being no further business and without any objections, the Commission unanimously adjourned at 10:55 a.m.